

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Use of Pre-numbered Cash Receipts Forms at Field Stations

FROM:

TAS, Office of the Comptroller
1705 Alcott Hall, Ext. 8786

NO.

DATE

61-1499

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Finance Division
1036 Alcott Hall

14 Oct 60

JCS
ayh

CONCURRENCE

2.

3. Deputy Comptroller
1039 Alcott Hall

18 Oct

RFH

CONCURRENCE

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

* To 3: Acting Chief, Finance Division concurred in attached but recommended the ~~existing~~ procedure be made mandatory at Class B Stations. We first considered this but because of the very small size of some Class B Stations decided that initially the procedure should be made mandatory only for Class A Stations and optional for Class B Stations.

5/10